

Career & Technical Education Alternative Route to Certification

**Steps for apply for an initial certificate for the following career and technical
instructor endorsements:**

Code	Endorsement title	Administrative rule
6101	Auto body technology	24:15:06:43
6102	automotive technology	24:15:06:44
6104	building trades endorsement	24:15:06:45
6141	computer aided manufacturing	24:15:06:46
6723	computer cabling technology	24:15:06:47
6721	computer networking technology	24:15:06:48
6722	computer repair and maintenance	24:15:06:49
6111	culinary arts and restaurant management	24:15:06:50
6105	drafting	24:15:06:51
6107	electronics	24:15:06:52
6118	graphic design	24:15:06:53
6114	health science	24:15:06:54
6110	Machine tool technology	24:15:06:55
6113	Multi media	24:15:06:56
6109	Welding	24:15:06:57

1. Send in verification of an offer of employment
2. Complete a [alternative certification application](#)
3. Complete [work verification](#) form documenting 4000 hours in related field of instruction and/or official transcripts verifying completion of AAS degree in related field of instruction or national certification
4. Submit \$20 check or money order made out to SD Dept. of Education to process application.
5. Mail forms to:
*Department of Education
Office of Accreditation & Teachers Quality
700 Governors Drive
Pierre, SD 57501*

Professional development requirements over the first two years of instruction.

- Participation in a mentorship program
- Participation in professional learning community
- Completion of professional development in the following areas:
 - classroom management,
 - instructional strategies/differentiating instruction,
 - and assessment
- Development of a professional portfolio

(Contact Becky Nelson in the OCTE office for more details about the professional development options and portfolio requirements)

Upon completion of the program submit:

- Verification of completion of program requirements
- Letter of recommendation from local administration to receive a 5 year career and technical education instructor certificate
- Renewal application
- \$30 check or money order made out to SD Dept. of Education to process application.
- Complete 6 credits over the next five years, of which at least three credits must be transcribed credits.